

FINANCE COORDINATOR

General Definition of Work:

Performs difficult skilled technical and professional work planning, developing and presenting the Sheriff's budget and coordinates financial activities in the department. Work is performed under general supervision of the Chief Deputy.

Essential Functions/Typical Tasks:

Coordinating department financial operations and activities; preparing and managing the department budget with input, review, and direction from Chief Deputy, Sheriff, and their designees; monitoring and tracking department revenues and expenditures; ensuring accurate processing of, maintaining and auditing of various departmental financial reports and records; maintaining confidentiality; preparing and maintaining records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Acts as liaison with County Finance for budget and finance activities.
- Compiles the department budget with input and direction from the Chief Deputy, Sheriff and their designees; including capital funding requests and the development, tracking and reporting on performance measures.
- Documents workflow processes, makes suggestions for improvement and reports findings to County Finance.
- Compiles and submits various reports (grants, reports for the annual audit and budget, etc) to County Finance.
- Prepares and maintains a variety of department budgetary and financial reports.
- Monitors grant funding: grant submission, budgeting, accounting and preparing grant reports once funds are received.
- Reports revenue and spending variations to Chief Deputy and program administrators for prompt action and resolution. Prepares budget amendments and journal entries.
- Processes contracts assuring they are documented, budgeted, accounted for, accessible, and monitored in a timely manner.
- Processes employee reimbursements.
- Creates purchase requisitions and keys invoices after appropriate approval.
- Responsible for ensuring County budget and finance deadlines are met. Responds to budget and finance inquiries providing information and assistance.
- Attends meetings as required.
- Performs other related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of departmental objectives, programs and procedures. Knowledge of the theory, principles, methods and practices of accounting and of laws, ordinances and regulations governing Sheriff financial matters and programs. General knowledge of standard office practices, procedures and equipment. Ability to develop and organize information and data; to use discretion and judgment to make decisions; to use Microsoft Office products, especially Word, Excel and PowerPoint; to express ideas clearly and accurately orally and in writing; to collect, summarize and present detailed information; to maintain detailed records; to attend work regularly; and to establish and maintain effective working relationships with officials, subordinates, other employees and general public.

Education and Experience:

Requires graduation from an accredited college or university with major course work in accounting, finance, public or business administration or a related field and considerable experience in budgeting and administrative management. An equivalent combination of education and experience may be accepted.

Physical Requirements:

Sedentary work requiring the exertion of up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects; work requires reaching and fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of office machines, determining accuracy, neatness, and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

Possession of an appropriate driver's license valid in the State of North Carolina.